

Independent Study Training Approval Process

Beginning August 1, 2014 all training hours for annual in-service for directors and teachers in programs that are licensed by the Department of Health and Human Services must be approved by the Nebraska Department of Education.

Child-Care center staff and Family Child-Care Home providers may get in-service credit for reading, attending an online class, or watching a DVD/Video and reflecting on the information contained in the material. Independent Study hours must address one of the topic areas defined on the back of the Independent Study Documentation form and must include a focus on: early childhood education, child development, education, or business and administration.

To receive credit for independent study materials, use the following process:

1. Read the educational material or watch the DVD/Video. Fifty (50) pages of reading material equals 1 clock hour of in-service training. For DVD/Videos, credit given is equal to the length of the DVD/Video. (Video is 1 hour long, credit can be given for 1 hour of in-service training)
2. Attend the online class. Credit given is equal to the length of the class. (Class is 1 hour long, credit can be given for 1 hour of in-service training) **Note:** For online training, a certificate of completion will need to be provided along with the Independent Study Documentation Form.
3. Complete the Independent Study Documentation Form located at www.education.ne.gov/oec/trainingapproval.html
4. Mail, email or fax the completed and signed form to the Early Childhood Training Center (ECTC). Remember to check the preferred format for receiving your training certificate on your form (for example: email, fax, U.S. Mail).
5. ECTC staff will check the Study Documentation form for completeness and content. If the form is illegible or incomplete, ECTC staff will return the form and request additional information. If the Independent Study Form does not have enough information the form will be returned with a request for more information and the requirement for a resubmission. Credit will not be awarded until enough information is provided to the Department of Education to justify the credit hours.
6. If form is complete and legible, ECTC staff will send an official training certificate. **Allow 30 days for receipt of certificate.**

Early Childhood Training Center Contact information

Address: Early Childhood Training Center
6949 South 110th Street
Omaha, NE 68128-5722

Phone: 402-557-6880 or, 1-800-892-4453

Fax: 402-557-6890

email: Meleah.gamvroudis@nebraska.gov

Keep in mind: The training approval process receiving credit for Independent Study will take at least 30 days.